

CONFIDENTIAL
SECURITY INFORMATION

Approved For Release 2005/07/11 : CIA-RDP78-03568A000200110002-5

Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management
 Through: Acting Personnel Director and Assistant Director (Personnel)
 FROM : Chief, Classification and Wage Division
 DATE: 12 December 1951
 SUBJECT: Request for T/O Change, OCD, Special Register Division

1. Reference is made to the OCD Table of Organization, page 22, dated 9 October 1951.
2. Based on Classification review and in accordance with verbal approval recently received from OCD, it is requested that certain grade and title changes be made, as follows:

SPECIAL REGISTER DIVISIONOFFICE OF THE CHIEF

Change title and grade from Intelligence Officer GS-13 to Intelligence Officer (Chief) GS-14.

Change title and grade from Intelligence Officer GS-12 to Intelligence Officer (Assistant Chief) GS-13.

Change title from Clerk-Stenographer to Secretary (Typing).

Change title from Messenger to Clerk.

ANALYSIS BRANCH

Change title and grade from Intelligence Analyst GS-7 to Intelligence Officer GS-9.

Change title and grade from Intelligence Analyst (Trainee) GS-5 to Intelligence Officer GS-7.

MACHINE BRANCHSPECIAL MACHINE SECTION

Change title and grade from Reproduction Supervisor GS-5 to Microphotographer GS-4.

JOB NO. _____ BOX NO. _____ FILE NO. _____ DOC. NO. 29 NO CHANGE
 IN CLASS X DECLASS. CLASS CHANGED TO: TS S C REF. JUST. 22
 NEXT REV DATE 1/77 DATE 12/5/77 REVIEWER _____
 NO. PGS 2 CREATION DATE _____ ORG COMB 32 ORG CLASS C
 REV CLASS C REV COORD. _____ AUTH: HR 70-3

DEC 21 1951

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MACHINE BRANCH

CARD PUNCH SECTION

25X1

[Redacted]

Change title from Card Punch Supervisor to Card Punch Operator.

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[Redacted]

Change grade of Card Punch Operator from GS-3 to GS-4.

FILE OPERATIONS BRANCH

25X1

[Redacted]

Change title from File Supervisor to Clerk.

[Redacted]

25X1

*OK JHP Sgt.
26 Dec-51*

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